



# FAIRFAX COUNTY

Department of Public Works and Environmental Services  
Office of Site Development Services  
12055 Government Center Parkway  
Fairfax, Virginia 22035-5503

V I R G I N I A

01-06

July 26, 2001

TO: All Engineers, Land Surveyors, Builders, Developers and Attorneys Practicing in Fairfax County

SUBJECT: Change in location of services previously provided at the Third Floor Counter, Herrity Building

Effective August 20, 2001, services previously performed by the Bonds and Agreements counter staff, located in Suite 337, will be provided at Plan and Document Control, Suite 111 as indicated below:

1. All bond and permit packages will be picked up and dropped off at Plan and Document Control, Suite 111.
2. Payments for pro rata share, proffers, escrow, bond extensions and bond replacements will be made at Plan and Document Control, Suite 111.
3. Conservation Payments associated with bonded projects (i.e. subdivision, site, and public improvement plans) will be paid to Plan and Document Control, Suite 111. Conservation payments associated with non-bonded projects (i.e. infill lot grading plans, rough grading plans not associated with a bonded major plan) will continue to be paid to Site Permits, Office of Building Code Services.

The change in location for these services is due to construction activity taking place on the third floor, and is part of a larger space reconfiguration to consolidate intake functions at one location and to better serve our customers. The relocation of services as described above, is temporary. The services will be moved to their permanent location on the fifth floor, Suite 507, once construction is completed.

If you have any questions, please contact Ken Williams, Chief, Plan and Document Control at (703) 324-1730.

Sincerely

***SIGNATURE ON ORIGINAL***

Michelle Brickner, Director

cc: Ken Williams, Chief, Plan and Document Control, OSDS